

## **Slough Borough Council**

<b>Report To:</b>	Council
<b>Date:</b>	25th April 2024
<b>Subject:</b>	Annual Calendar of Meetings 2024/2025
<b>Chief Officer:</b>	Stephen Taylor, Monitoring Officer
<b>Contact Officer:</b>	Nick Pontone, Principal Democratic Services Officer
<b>Ward(s):</b>	All
<b>Exempt:</b>	NO
<b>Appendices:</b>	Appendix A – Draft Annual Calendar of Meetings 2024/2025

### **1. Summary and Recommendations**

1.1 To seek approval of the Annual Calendar of Meetings for 2024/25.

#### **Recommendations:**

The Council is requested to resolve:

- (a) That the Annual Calendar of Meetings for the period May 2024 to May 2025, as set out in Appendix A of this report, be approved.
- (b) That the Director of Law and Governance (Monitoring Officer) be authorised to make amendments to the Calendar throughout the year, including from those resulting from any constitutional changes that may be agreed, in accordance with the provisions of the Constitution.

#### **Commissioner Review**

Commissioners are content with this report

### **2. Report**

- 2.1 A draft programme of meetings has been drawn up and is appended to this report.
- 2.2 Each year the Calendar of Meetings for the new Municipal Year is prepared in advance for approval and so that meetings can be published well in advance of the commencement of that Municipal Year.

- 2.2 If alterations to the Calendar were required as a result of any changes to the Constitution, it is proposed that the Director of Law and Governance (Monitoring Officer) be authorised to make changes following appropriate consultation in accordance with the Constitution.
- 2.3 Consideration has been taken of holiday periods, the need for a full August break, Parish Council meeting dates, preference and local convention for certain meetings to be held on specific days of the week and timescales between Cabinet/Committees and Council to allow references up.
- 2.4 Informal meetings such as lead member and directors and training events have been diarised to assist with planning and sequencing. As these are not constituted meetings, these dates can be moved and added to as required.
- 2.5 Meetings such as Licensing Sub-Committee and Appointments Committee will be arranged as and when required.

### **3. Implications of the Recommendation**

#### 3.1 Financial/Legal implications

3.1.1 The Council's Municipal year runs from the date of the Annual Council meeting in May to the next Annual Council meeting in May. There are some statutory requirements which require specific meetings to take place by a prescribed date. For example, the Local Government Act 1992 requires billing authorities for complete and approve their budgets and set a council tax before 11 March in the preceding financial year. This deadline has been taken into account in setting meeting dates.

### **4. Background Papers**

None